

# CONSUMER INVOLVEMENT FUND



OKLAHOMA DEVELOPMENTAL



DISABILITIES COUNCIL

## What is the Consumer Involvement Fund?

The Oklahoma Developmental Disabilities Council assists advocates in the field of developmental disabilities to participate in conferences and short-term educational programs.

This support is provided to build community capacity in Oklahoma. It is our expectation that advocates share information learned. This information exchange increases knowledge in Oklahoma and ultimately improves services for persons with developmental disabilities.

## Who can apply to the Consumer Involvement Fund?

- Persons with disabilities
- Immediate family members: parent, sibling, child, spouse or guardian
- Service providers or educators who demonstrate that their organization cannot fund the request
- Active graduates of Oklahoma Partners in Policymaking or Oklahoma Youth Leadership Forum

**Note:** The Council will fund no more than one request per individual or family every two years.

## How much assistance can I request?

Maximum CIF requests may not exceed \$1000 for individuals, or \$2000 per family. For a family to receive full funding, there must be a relevant reason for attendance such as a conference track on siblings or a clinical or experiential opportunity with an expert in the field.

The Council requires persons attending a conference with CIF support to provide at least 25 percent of costs from personal funds or a



The Mission of the Oklahoma Developmental Disabilities Council is to lead and advocate for systems change in the field of developmental disabilities, leverage collaborations and partnerships toward improved services and supports for Oklahomans with developmental disabilities, and promote positive perceptions and attitudes toward people with developmental disabilities.

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The Council requires persons attending a conference with CIF support to provide at least 25 percent of costs from personal funds or a

third-party supporter, such as another state agency, private foundation, private service agency, employer, family or community of faith. Funds used for optional expenses such as recreational opportunities and banquets will not count toward the 25 percent personal investment.

## How do I apply?

### Requests must include:

- Cover letter describing applicant's rationale for funding.
- Complete copy of the official conference brochure, showing title and sponsors of the conference or event; dates, times and locations of the conference; designated hotel for overnight stays, including the rates and hotel phone number; and conference registration information and cost.
- Itemized budget showing costs requested and costs applicant will cover or secure from another source. Budget must contain information on travel; registration fees; lodging; per diem (for meal expenses); local transportation/airport parking; and respite or attendant care, if requested. **The Council does not pay for travel to or from a conference. Those costs must be covered by the traveler or third party.**

## Timing

Complete CIF applications MUST be received no later than six weeks prior to travel dates. Requests may be submitted to the Council office by mail, hand-delivery, email or fax. Incomplete applications will be returned with requests for additional information. Resubmitted applications will be reconsidered only if the paperwork is complete and still meets the six-week timeline. Please plan accordingly and assure that all information necessary is included in your request.

EXPENSE CATEGORY	AMOUNT REQUESTED OF COUNCIL	AMOUNT TO BE PROVIDED BY TRAVELER OR THIRD PARTY
AIRFARE	MUST BE PAID BY TRAVELER	
MILEAGE		
REGISTRATION		
LODGING		
PER DIEM		
LOCAL TRANSPORTATION		
RESPIRE/ATTENDANT		
<b>TOTAL</b>		

**Note:** CIF applications must comply with State travel policies. These change periodically, and applicants should consult Council staff before making application.

## Successful CIF applicants will be required to:

- Complete a short Council survey related to the conference or event.
- Share copies of all informational materials gathered at the conference with the Council.
- Offer to share information learned with their federal and state legislators. Copies of these letters should also be sent to the Council.
- Develop a brief fact sheet on information gathered at the conference. Track and report (on forms provided by the Council) the people with whom you share this information for one year.
- If requested, write a written report or present an oral briefing to the Council.

Failure to adhere to these requirements will result in non-consideration of any subsequent requests to the Consumer Involvement Fund.



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If you need assistance in developing your request, or if you would like further information, please call the Oklahoma Developmental Disabilities Council at (405) 521-4984 or, toll-free, 1-800-836-4470.